

**SYSTEM OVERVIEW**

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**GENERAL INFORMATION OF SYSTEM**

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**SYSTEM PREFACE**

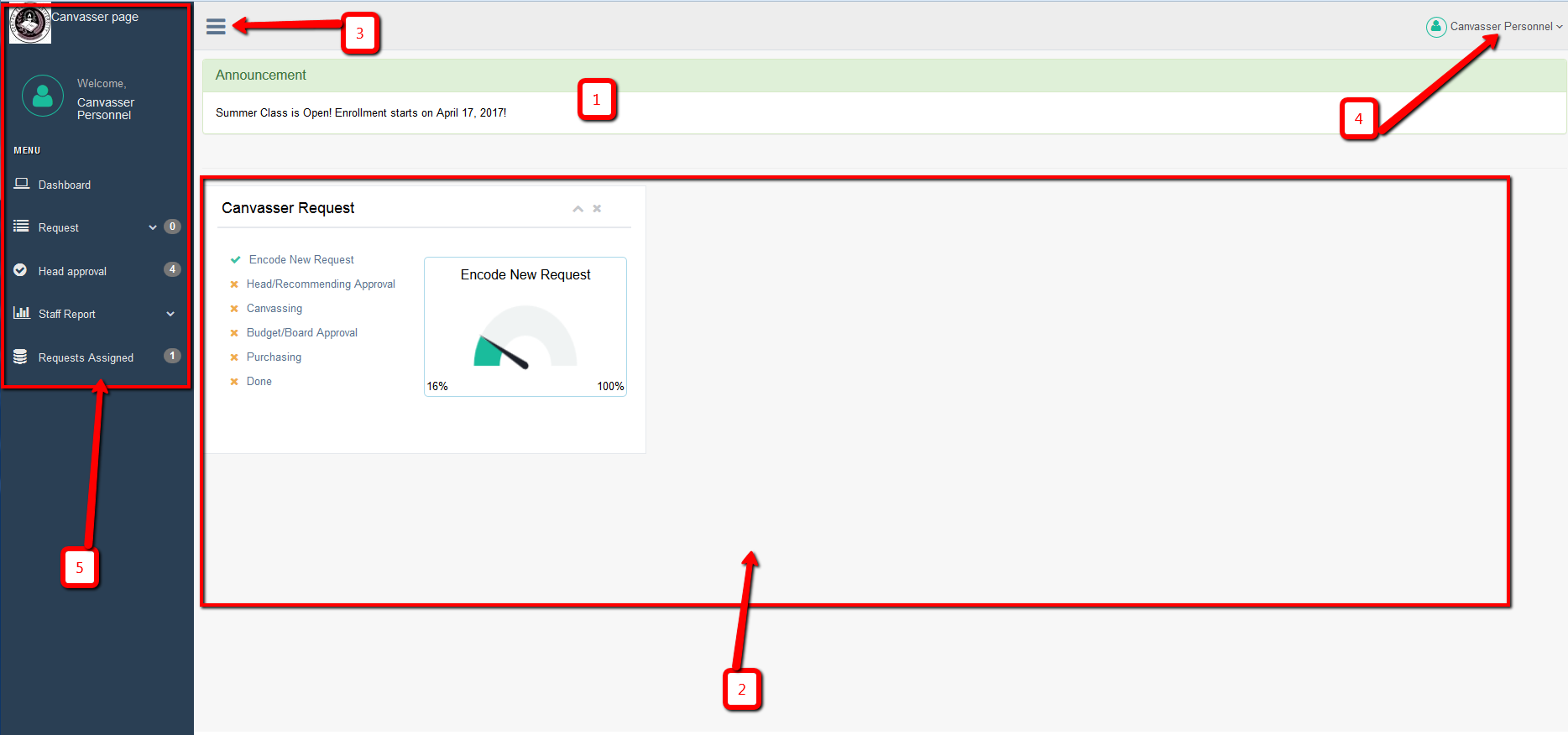
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**User Manual – Canvasser**

**CEU Purchasing System**

Canvasser Dashboard

*Figure 1.0 – Dashbaord*

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1. Announcement area.
2. It shows all your current request showing its level of progress.
3. Hide/Show side bar menu
4. Top navigation
   1. Settings
   2. Help
   3. Logout
5. Side bar menu

**Request**

Note: There you can see the number at the right side of the menu. That means that you have a number of tasks for that menu and you need to take action. Also note the every list or table of that page where you can see the green row, which means that you need to take action on that row.

* 1. All Request – You can see here all the request of the users.
  2. Staff Requests – This page where you can see all of the request of your staff.
  3. My Requests – This page where you can see your request only. You can view the items by clicking the “View Items” button. You can print your request and got to the details of your request just by clicking the link in the request name. You can also edit your request by clicking the “Edit” button.
  4. Request New – This menu is the step where you can request.

**Head Approval**

* This menu or page will appear only if you have assigned by the admin as a head of the department. There you can see the newly requested by your staff or even other department staff if it is assigned to you as a recommending approval.
* The buttons under “Action” button will be different depends on the current status of the request.
* Click the “View Items” button to view the items that is assigned to you. See figure 3.1. You can also see the items that is assigned to the other head (see *Assigned To* column). You can approve and deny only the item assigned to you. When you deny, it will notify the requisitioner. Once the requisitioner will response, it will appear the response to the *Requisitioner Note* column. All the items should be approved by all the recommending officer before it will be forwarded to the admin.

**Staff Reports**

* All the reports here is only for your staff. This menu will appear only if you are the head of the department.

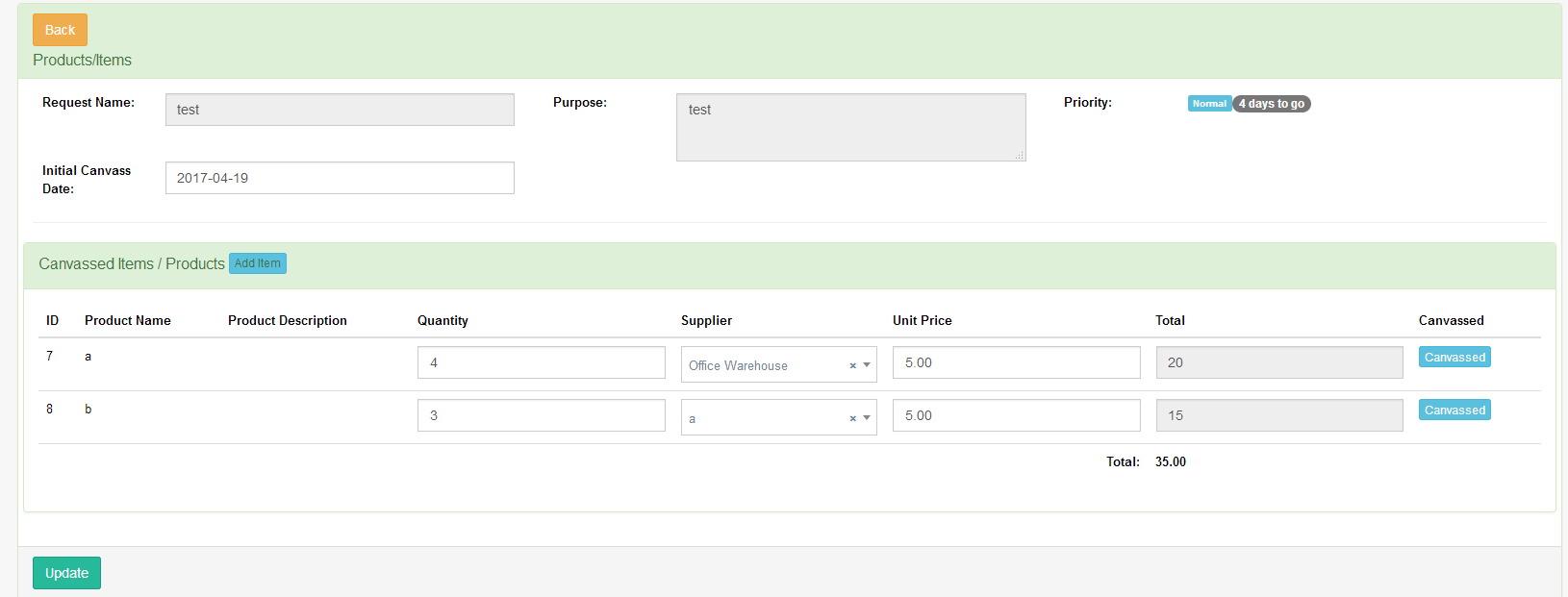
1. Request Reports – There you can see on this page all the request report of your staff. There are different filter like Year, Month and School Year. You can print it as PDF, Excel or print it directly.
2. Item Reports – There you can see all the items requested by your staff. There are different filter like Year, Month and School Year. You can print it as PDF, Excel or print it directly.
3. PO Reports – There you can see all the Purchase Order Approved under your staff. There are different filter like Year, Month and School Year. You can print it as PDF, Excel or print it directly.

**Request Assigned**

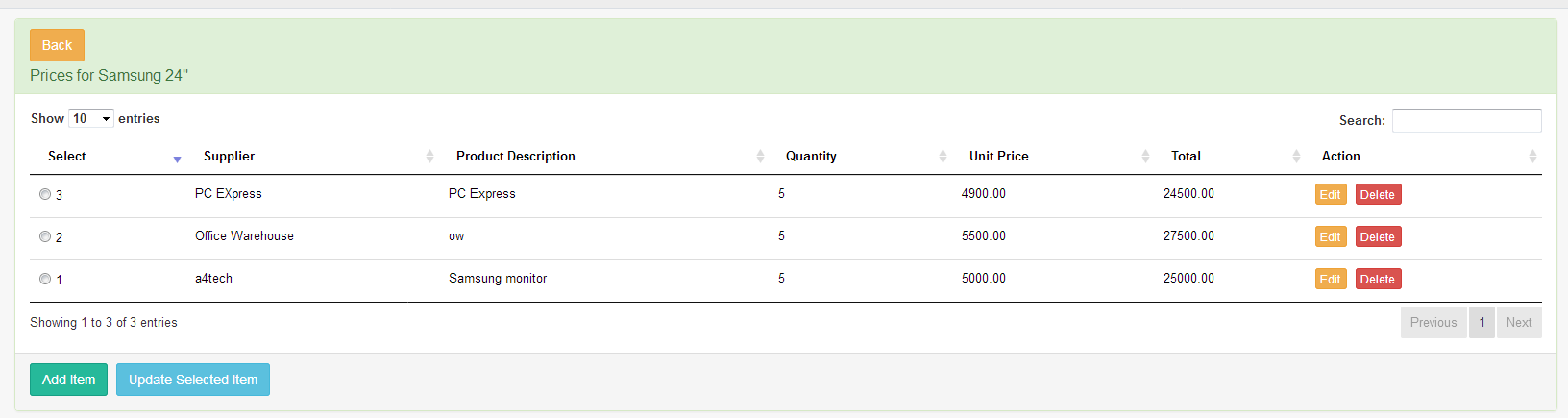
* You can see on this page all the request assigned to you for canvass.
* When you see a green row on this page, it means that you need to something about it depending on the status of the request each row. The action is located under the “Action” button.

1. Update Items - Once it is forwarded to canvasser, the canvasser click the “update items” in the action button to update the items they canvassed and it will be redirected to the **“Product / Items”** page. See figure 2.0
   * Add Item – Canvasser can add items if they want to decide. They only need to click “Item Button” like what you did when you create a new request.
   * Canvassed Items – Canvasser can add a record of all the prices they canvassed on each item. Just click the “canvassed” button then it will redirect to the canvassed items. See figure 2.1
     1. Add Item – You can add any different prices of the item from different supplier
     2. Update Selected Item – Once you have selected the final item, choose the radio button of your choice and click “update Selected Item”. This will then be appeared in the **“Product / Items”** page automatically.
     3. Edit – You can edit the canvassed items. After updating the canvassed items, make sure that you need to click the “Update Selected Items” again to update selected item.
     4. Delete – You can delete the canvassed item if you want and again, make sure the you click again the “update Selected Item” to update the prices of the selected items.
   * Update – Once you click the “update” button in the Product/Items page. Canvasser now be able to forward it back to admin.
2. Print Request – Print the final canvassed items
3. Print Canvassed – Print the Canvassed Items
4. Return to Requisitioner – Return the request to requisitioner if there are clarification, or forward to admin if there were no.

*Figure 2.0 – Products/Items*

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*Figure 2.1 – Canvassed Items*

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